

# Verification Review for School Year 2022-2023

## WEBINAR

September 21, 2022

Professional Standards Learning Code: 3110





## **Arizona Department of Education (ADE)**

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This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

### **Intended Audience**

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This training is intended for **School Food Authorities (SFAs)** who **collect household applications**. All regulations are specific to operating the National School Lunch Program (NSLP) under the direction of ADE.

This webinar is being recorded and will be posted on the ADE website for future use.

# You may have questions...

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- Questions can be asked at any time during the webinar.
- Questions that do not need an extensive explanation will be answered by another HNS trainer in the Q&A.
- Any questions that were left unanswered by the end of the webinar will be answered live.
- Any questions that cannot be answered during the webinar should be directed to your Health and Nutrition Services Specialist.

# Objectives

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At the end of this training, attendees should be able to:

- understand the USDA requirements for ADE's oversight of the verification process;
- understand the details of each phase of verification in order to successfully complete all verification activities;
- be aware of the School Year 2022-2023 (SY 22-23) verification timeline to ensure compliance with all deadlines; and
- be prepared to submit the Verification Summary Report (VSR) through ADEConnect.

# Agenda

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- Introduction to verification
- Timeline for SY 22-23
- Phase 1: Prepare
- Phase 2: Calculate & Select
- Phase 3: Verify

*ADE will be offering a future training on Phase 4: Reporting.*

# Disclaimer

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SFAs with all sites on an active Provision 2/3 non-base year or Community Eligibility Provision cycle are **prohibited** from collecting school meal applications and do not conduct verification activities.

- This training does not apply to these operators.

\* These operators must still submit the Verification Summary Report

# Introduction to Verification



# What is Verification?

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Verification is the process of confirming free and reduced-price meal eligibility.

Verification is only required when eligibility is determined through the household application process, not through direct certification (DC).



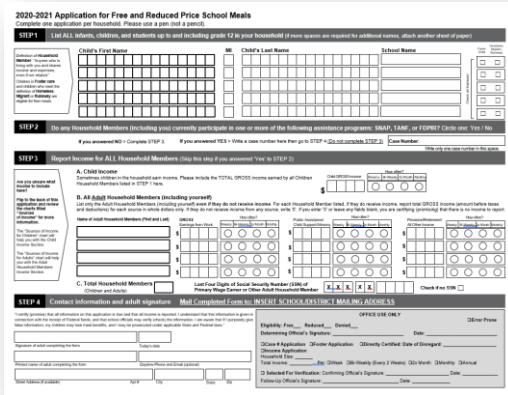
# What is Verification?

The image shows a sample of the 2020-2021 Application for Free and Reduced Price School Meals form. The form is divided into four main steps:

- STEP 1: List ALL adults, children, and students up to and including grade 12 in your household.** This section includes a table for listing household members with columns for Name, Date of Birth, Sex, and School Status.
- STEP 2: Do you and Household Members (including your currently participating in one or more of the following assistance programs: SNAP, TANF, or EDCWIF) ever live in a household that has been identified as a food insecure household?** This section includes a table for listing household members who have been identified as food insecure.
- STEP 3: Report Income for ALL Household Members (list this step if you answered 'Yes' to STEP 2).** This section includes a table for reporting income for all household members, including a section for reporting income for all household members who are not currently participating in one or more of the following assistance programs.
- STEP 4: Contact information and adult signatures.** This section includes a section for providing contact information and adult signatures.

Household applications approved at face value

# What is Verification?



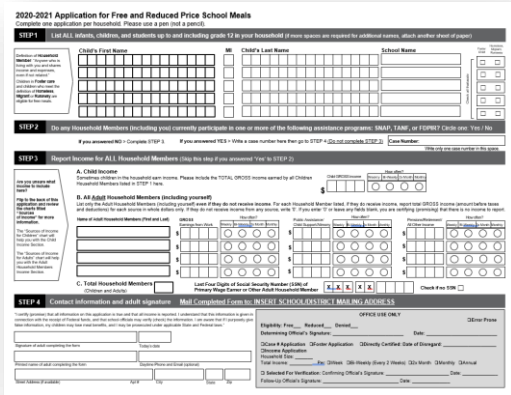
The image shows a portion of the 2020-2021 Application for Free and Reduced Price School Meals form. It includes sections for listing household members, reporting income, and providing contact information. The form is titled "2020-2021 Application for Free and Reduced Price School Meals" and contains various fields for personal and financial data.

Household applications approved at face value



USDA requires a small percentage of applications to be verified

# What is Verification?

The image shows the top portion of a '2020-2021 Application for Free and Reduced Price School Meals' form. It includes sections for 'STEP 1: List ALL adults, children, and students up to and including grade 12 in your household', 'STEP 2: Do you and Household Members (including your currently pregnant partner) participate in one or more of the following assistance programs?', 'STEP 3: Report Income for ALL Household Members', and 'STEP 4: Contact information and adult signatures'. The form contains various tables for listing household members and their characteristics, as well as signature lines for the applicant and a certifying officer.

Household applications approved at face value



USDA requires a small percentage of applications to be verified



Documentation is requested from the selected households to verify that the information on the application is accurately reported

# Purpose

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Verification provides a system of checks and balances for the NSLP to support the accuracy of self-reported data from the households.

- If the documentation provided from the household matches their household application, it supports that self-reported data ensures free and reduced-price meals are provided only to eligible children.

# Comprehension Check #1

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True or false: All applications on file need to be verified.

1. True
2. False



# Comprehension Check #1

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True or false: All applications on file need to be verified.

1. True
2. False

Only a small sample of the household applications are selected for verification.



# Verification Phases

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The verification process has four phases, with each phase having an individual timeline.

- Phase 1: Prepare
- Phase 2: Calculate and Select
- Phase 3: Verify
- Phase 4: Report



# Verification Phases

Follow along with the verification process and stay on track with every task and deadline with ADE's

[Verification Best Practices Calendar!](#)

All verification forms, trainings and resources are linked in the calendar. The links are **bold and underlined**.

VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2022-2023		
<b>PHASE 1: Prepare</b> September – October 1	<b>PHASE 2: Calculate and Select Applications</b> Starts October 1	
<p><b>Study up on Verification</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend the <a href="#">Verification Review School Year 2023-2023</a> webinar.</li> <li><input type="checkbox"/> Review the <a href="#">Online Course: Verification Review</a>.</li> <li><input type="checkbox"/> Review the <a href="#">USDA Student Eligibility Manual for School Meals</a> (Section 6 begins Verification guidance).</li> </ul> <p><b>PREPARE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete/Review the <a href="#">Student Eligibility Checklist</a> and <a href="#">Why the BID is Important</a>.</li> <li><input type="checkbox"/> Conduct Direct Certification again (best to find all matches <a href="#">before</a> Verification).</li> <li><input type="checkbox"/> Use <a href="#">Verification Counting Sheet</a> and count number of <a href="#">paper applications</a> on file as of <a href="#">October 1</a>:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Categorically free applications (Case number, Foster)</li> <li><input type="checkbox"/> Free by income applications</li> <li><input type="checkbox"/> Reduced by income applications</li> <li><input type="checkbox"/> Did NOT count any applications for students that were directly certified</li> <li><input type="checkbox"/> Did NOT count any applications that have been copied</li> <li><input type="checkbox"/> Did NOT count any applications that are incomplete (missing total household members, signature, etc)</li> </ul> </li> <li><input type="checkbox"/> Count the number of error prone applications on file as of <a href="#">October 1</a>.</li> </ul>	<p><b>CALCULATE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review the <a href="#">Verification Non-Response Rate Report</a> <ul style="list-style-type: none"> <li>• If your LEA is highlighted in yellow, you can use any sampling method (Standard, Alternate 1, or Alternate 2).</li> <li>• If your LEA is not highlighted in yellow, (no highlight or red), must use Standard sampling method.</li> </ul> </li> <li><input type="checkbox"/> Does your LEA qualify for use of an alternative sample size (yellow)? _____ (yes or no)</li> <li><input type="checkbox"/> Choose sampling method (Circle the method you plan to use):               <ul style="list-style-type: none"> <li>• Standard or Alternate 1 or Alternate 2</li> </ul> </li> <li><input type="checkbox"/> Use the <a href="#">Verification Sample Size Calculator</a> in CNP Verification Reporting (must have access in ADEConnect-see Phase 4) to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to the correct sample size).</li> </ul> <p><b>SELECT APPLICATIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Randomly select the correct number of applications provided by the ADE Verification Calculator.</li> <li><input type="checkbox"/> Applications selected are error prone (if Standard or Alternate 2).</li> </ul>	
*If you need assistance with calculating how many applications should be verified, email <a href="mailto:ContactHNS@azed.gov">ContactHNS@azed.gov</a> to reach a Health and Nutrition Services Specialist.		
<b>PHASE 3: Verify</b> October – November 15		<b>PHASE 4: Report</b> November 16 – February 1
<p><b>VERIFICATION ACTIVITIES: October 1- November 15</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Print and attach a <a href="#">Verification Tracking Form</a> for each application being verified. Follow the steps on the Verification Tracking Form for each application selected.               <ul style="list-style-type: none"> <li>• Conduct Confirmation Review.</li> <li>• Run <a href="#">Direct Verification</a>.</li> <li>• If household is not verified in Direct Verification, send a <a href="#">Notice of Verification (English/Spanish)</a> to household, review documentation submitted by household and send a <a href="#">Letter of Verification Results (English/Spanish)</a>.</li> <li>• Utilize the <a href="#">Sources of Acceptable Income Documentation (English/Spanish)</a> when reviewing documentation submitted by household.</li> </ul> </li> <li><input type="checkbox"/> Count the number of <a href="#">students</a> on file as of <a href="#">October 31</a> <ul style="list-style-type: none"> <li><input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with SNAP</li> <li><input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with TANF</li> <li><input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with FDIR</li> <li><input type="checkbox"/> Students directly certified as homeless, migrant, runaway, Head Start, or Foster</li> <li><input type="checkbox"/> Students free due to a case number or foster application</li> <li><input type="checkbox"/> Students free by income applications</li> <li><input type="checkbox"/> Students reduced by income applications</li> </ul> </li> </ul>	<p><b>END OF VERIFICATION: November 15</b></p> <p><b>All Verification Activities must be completed.</b></p> <p>Verification is complete when:</p> <ul style="list-style-type: none"> <li>• Household is verified in direct verification.</li> <li>• Household responded, LEA received documentation that confirmed eligibility.</li> <li>• The household indicates, verbally or in writing, that it no longer wishes to be certified as eligible for free or reduced-price meal benefits, and Letter of Verification Results is sent.</li> <li>• Household responded, received documentation that changed eligibility. Verification is complete when Letter of Verification Results is <a href="#">sent</a> to household.</li> <li>• Household did not respond - Verification is complete when Letter of Verification Results is <a href="#">sent</a> to household.</li> </ul>	<p><b>REPORT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account.</li> <li><input type="checkbox"/> Begin Verification Summary Report in ADEConnect.</li> <li><input type="checkbox"/> Submit Verification Summary Report to ADE no later than February 1.</li> </ul> <p style="border: 1px dashed gray; padding: 5px; text-align: center;">           *If you need assistance submitting your Verification Summary Report, training will be available virtually in the form of webinars and/or one-on-one meetings with a Health and Nutrition Services Specialist.         </p>

Revised August 2022 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.



# Verification Phases

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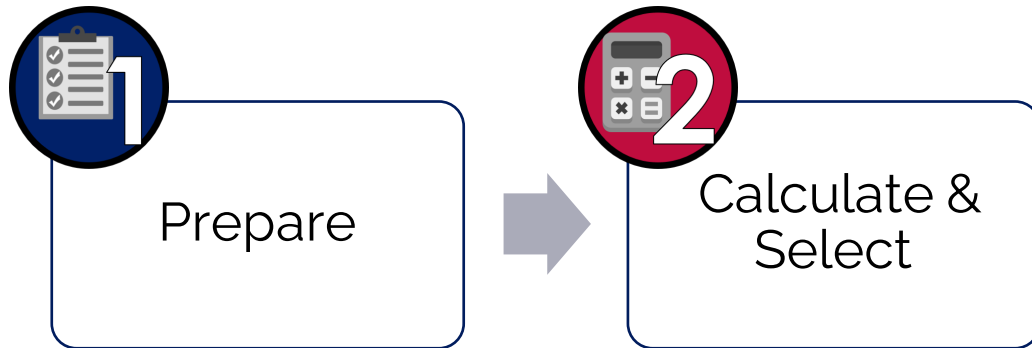
Prepare

## Phase 1: Prepare

- Organize all approved applications.

# Verification Phases

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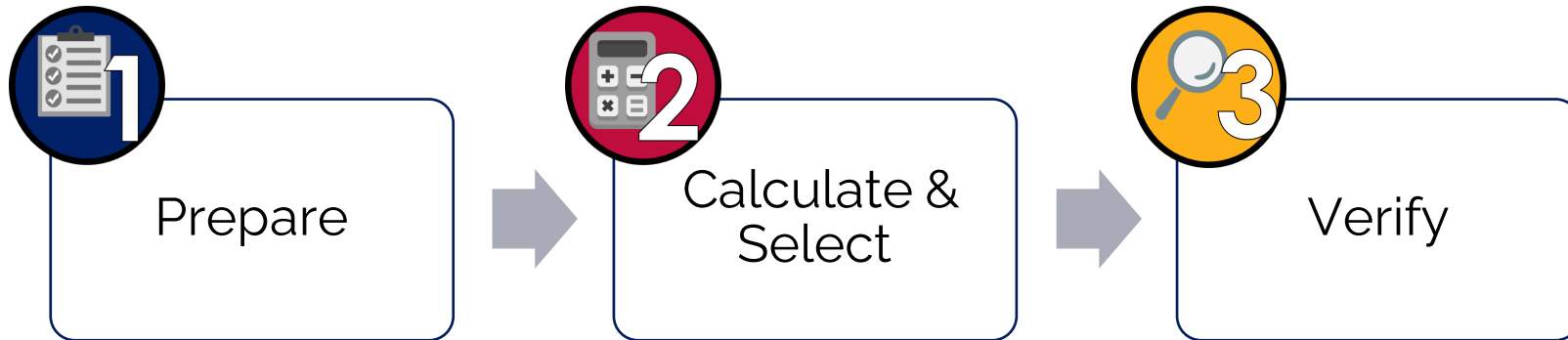


## Phase 2: Calculate and Select

- Determine and select how many applications will be verified.

# Verification Phases

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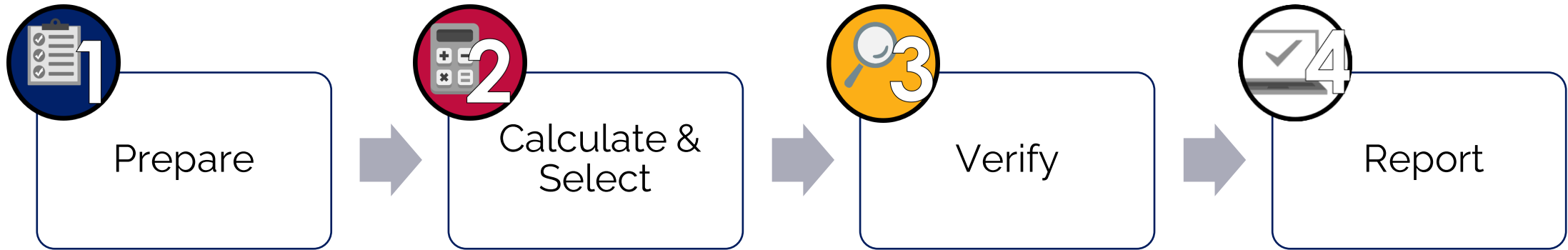


## Phase 3: Verify

- Perform the process of verification, including conducting direct verification on the selected applications and contacting the households not directly verified.

# Verification Phases

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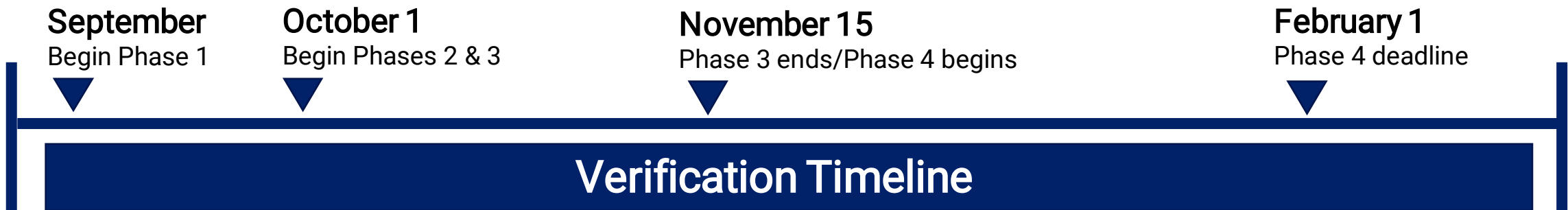


## Phase 4: Report

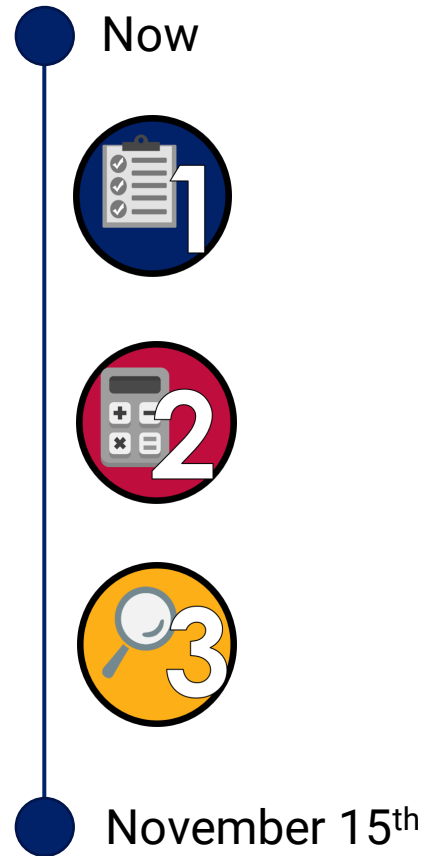
- Log in to ADEConnect to submit the VSR in *CNP Verification Reporting*.

# Verification Timeline

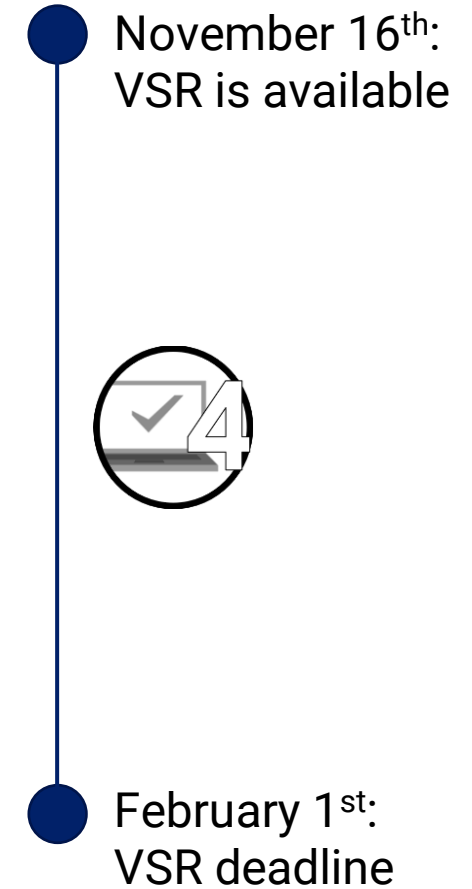
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# Verification Activities



# Submitting the report



# Phase 1: Prepare for Verification



# Phase 1: Prepare

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## Phase 1 tasks:

- Complete and review the Student Eligibility Checklist as a best practice to ensure the correct number of applications are chosen for verification





# Phase 1: Prepare

Best practice: *Student Eligibility Checklist*

ADE recommends completing the [Student Eligibility Checklist](#) before counting the number of applications on file.

This checklist helps as you prepare to count applications.

Verification Phase 1: Prepare

## Student Eligibility Checklist

Use this checklist to ensure your procedures for providing meal benefits are in compliance to help you prepare for Verification activities.

1. At least one person in our organization has access to ADEconnect and can use CNP Direct Certification/Direct Verification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Ran CNP Direct Certification for our entire enrollment. Search method used: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a. Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF and/or FDPIR.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Our site did <b>not</b> extend eligibility benefits to siblings of students who matched on foster, migrant or homeless.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Printed or saved the CNP Direct Certification Match results.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Collected and reviewed documentation about which students are enrolled in the Head Start Program.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Reviewed Notice to Provider document that was submitted for Foster children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Reviewed documentation submitted for children from a liaison for homeless, migrant or runaway status.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Reviewed SNAP, TANF and/or FDPIR letters submitted by the household for children receiving assistance programs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Processed all applications checking for completeness:			
a. We utilized a date stamp to indicate when applications were received.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. We ensured all case numbers were validated for assistance programs in Arizona (SNAP/TANF being 8 digits or less or FDPIR based on Indian Tribal Organizations).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. We ensured the total household members box was filled out and that there was Social Security Number information on all income applications.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. We ensured all applications contained an adult signature.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
e. We have only certified homeless, migrant, and runaway applications for free meal benefits if we received confirmation from the liaison.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. We marked which applications were error-prone.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9. Entered all case numbers listed on case number applications through CNP Direct Certification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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# Phase 1: Prepare

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## Best practice: *Conduct direct certification*

It is best practice to conduct DC prior to counting the number of applications on file.

- A household application will not be subject to verification if a student is a match in DC. These applications would be removed prior to determining the verification sample size.
- Update your Benefit Issuance Document (BID) after new matches in DC have been identified to reflect the most up to date information.

# Comprehension Check #2

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Which of the following is not subject to verification?

1. A school meal application certified as reduced-price.
2. A free income application from a household containing two students. On 8/17, one student matched in DC under SNAP and the other student did not match.
3. A school meal application certified as free based on a case number.



# Comprehension Check #2

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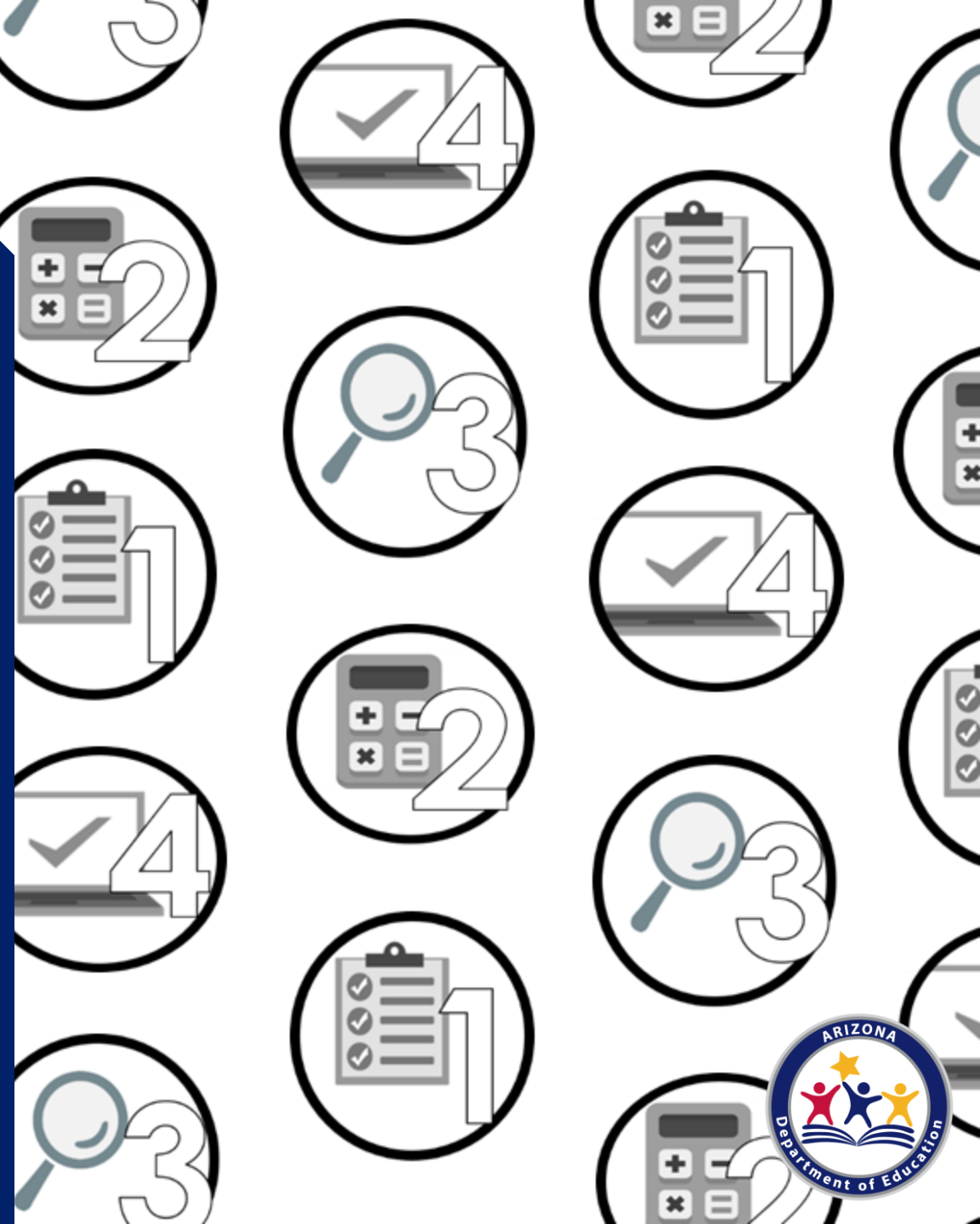
Which of the following is not subject to verification?

1. A school meal application certified as reduced-price.
2. A free income application from a household containing two students. On 8/17, one student matched in DC under SNAP, and the other student did not match.
3. A school meal application certified as free based on a case number.

When a student is a match in SNAP and/or TANF, all students in the household are directly certified. Even if the household turns in an application, it is not subject to verification.



# Phase 2: Calculate & Select Applications



# Phase 2: Calculate & Select

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## Phase 2 tasks:

- Count the total number of applications on file as of October 1<sup>st</sup>
- Count and categorize applications by case number, foster, free by income, and reduced by income
- Determine which sampling method your SFA qualifies for based on the *Verification Non-Response Rate Report*
- Locate the *ADE Verification Sample Size Calculator*
- Calculate how many applications will need to be verified



# Phase 2: Calculate & Select

## Count your applications

Determine the number of applications on file as of October 1<sup>st</sup>.

- *Reminder!* Not all applications are subject to verification. Use ADE's [Verification Counting Cheat Sheet](#) to help you identify which applications are subject to verification.
- *Reminder!* Only count the applications you received for **SY 22-23**. Do not count any applications from previous school years.

Verification Phase 1: Prepare  
**Verification Counting Sheet**  
Use this form to help you count the applications that are subject to Verification.

		Eligibility Status	Extend to all Household members?	Directly Certified?	Count toward Verification sample?
Household Paper Applications	Case # Application	Free	✓		✓
	Homeless/Migrant/Runaway	Incomplete, must confirm with liaison			
	Foster Box checked	Free			✓
	Income Application- Free	Free	✓		✓
	Income Application- Reduced	Reduced	✓		✓
	Income Application- Paid	Paid	✓		
	CNP Direct Certification Match Results (SNAP/TANF/FDPIR)	Free	✓	✓	
	CNP Direct Certification Match Results (Foster, Migrant)	Free		✓	
	Notice to Provider (Foster)	Free		✓	
	Confirmed Homeless/Migrant/Runaway Liaison Lists	Free		✓	
	Head Start/Even Start Enrollment Roster	Free		✓	
	TANF Agency Letter	Free	✓	✓	
	FDPIR Agency Letter	Free	✓	✓	
	SNAP Agency Letter	Free	✓		

\*If household completed an application prior to the child being directly certified, the application would be filed with all other directly certified applications and not be included in the verification sample.

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# Verification Counting Sheet

Use this form to help you count the applications that are subject to Verification.

		Eligibility Status	Extend to all Household members?	Directly Certified?	Count toward Verification sample?
Household Paper Applications	Case # Application	Free	✓		✓
	Homeless/Migrant/Runaway	Incomplete, must confirm with liaison			
	Foster Box checked	Free			✓
	Income Application- Free	Free	✓		✓
	Income Application- Reduced	Reduced	✓		✓
	Income Application- Paid	Paid	✓		
	CNP Direct Certification Match Results (SNAP/TANF/FDPIR)	Free	✓	✓	
	CNP Direct Certification Match Results (Foster, Migrant)	Free		✓	
	Notice to Provider (Foster)	Free		✓	
	Confirmed Homeless/Migrant/Runaway Liaison Lists	Free		✓	
	Head Start/Even Start Enrollment Roster	Free		✓	
	TANF Agency Letter	Free	✓	✓	
	FDPIR Agency Letter	Free	✓	✓	
	SNAP Agency Letter	Free	✓		

**\*If household completed an application prior to the child being directly certified, the application would be filed with all other directly certified applications and not be included in the verification sample.**



# Verification Counting Sheet

Use this form to help you count the applications that are subject to Verification.

		Eligibility Status	Extend to all Household members?	Directly Certified?	Count toward Verification sample?
Household Paper Applications	Case # Application	Free	✓		✓
	Homeless/Migrant/Runaway	Incomplete, must confirm with liaison			
	Foster Box checked	Free			✓
	Income Application- Free	Free	✓		✓
	Income Application- Reduced	Reduced	✓		✓
	Income Application- Paid	Paid	✓		
	CNP Direct Certification Match Results (SNAP/TANF/FDPIR)	Free	✓	✓	
	CNP Direct Certification Match Results (Foster, Migrant)	Free		✓	
	Notice to Provider (Foster)	Free		✓	
	Confirmed Homeless/Migrant/Runaway Liaison Lists	Free		✓	
	Head Start/Even Start Enrollment Roster	Free		✓	
	TANF Agency Letter	Free	✓	✓	
	FDPIR Agency Letter	Free	✓	✓	
	SNAP Agency Letter	Free	✓		

**\*If household completed an application prior to the child being directly certified, the application would be filed with all other directly certified applications and not be included in the verification sample.**

# Verification Counting Sheet

Use this form to help you count the applications that are subject to Verification.

		Eligibility Status	Extend to all Household members?	Directly Certified?	Count toward Verification sample?
Household Paper Applications	Case # Application	Free	✓		✓
	Homeless/Migrant/Runaway	Incomplete, must confirm with liaison			
	Foster Box checked	Free			✓
	Income Application- Free	Free	✓		✓
	Income Application- Reduced	Reduced	✓		✓
	Income Application- Paid	Paid	✓		
	CNP Direct Certification Match Results (SNAP/TANF/FDPIR)	Free	✓	✓	
	CNP Direct Certification Match Results (Foster, Migrant)	Free		✓	
	Notice to Provider (Foster)	Free		✓	
	Confirmed Homeless/Migrant/Runaway Liaison Lists	Free		✓	
	Head Start/Even Start Enrollment Roster	Free		✓	
	TANF Agency Letter	Free	✓	✓	
	FDPIR Agency Letter	Free	✓	✓	
	SNAP Agency Letter	Free	✓		

**\*If household completed an application prior to the child being directly certified, the application would be filed with all other directly certified applications and not be included in the verification sample.**

# Phase 2:

## Calculate & Select

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### Sampling methods

The sampling method is the calculation used to determine how many applications you need to select for verification.

- Always *round up* at the end of the calculation.
- It is important to verify the exact number of applications the calculation reflects.
- Some sampling methods require you to select from error-prone applications for verification.

# Phase 2: Calculate & Select

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## Sampling methods

There are three sampling methods:

- Standard Sampling
- Alternate 1: Random Sampling
- Alternate 2: Focused Sampling

# Phase 2: Calculate & Select

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## Sampling methods

There are three sampling methods:

- Standard Sampling **All SFAs can use**
- Alternate 1: Random Sampling
- Alternate 2: Focused Sampling

# Phase 2: Calculate & Select

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## Sampling methods

There are three sampling methods:

- Standard Sampling    **All SFAs can use**
  - Alternate 1: Random Sampling
  - Alternate 2: Focused Sampling
- } **Only those who qualify for an alternative sampling method can use**

# Phase 2:

## Calculate & Select

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### Determine your sampling method

- Use the [Verification Non-Response Rate Report](#) to determine if your SFA qualifies to use an alternative sampling method.
  - Published every year by ADE
  - Based on the previous year's VSR
  - If you had a low percentage of households who did not respond or changed eligibility during last year's verification process, you qualify for an alternative sample size

# Phase 2: Calculate & Select

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## Determine your sampling method

- The SFA names shown in **YELLOW** qualify to use an alternative sampling method.
- SFA names shown in white or red do not qualify to use an alternative sampling method.

### Verification Non-Response Rate Report Key



Sponsors highlighted in YELLOW qualify for use of an alternative sample size during the 2022-2023 Verification reporting period.



Sponsors highlighted in RED **DO NOT** qualify for use of an alternative sample size due to Verification reporting errors and must use the Standard Sampling Method for 2022-2023 Verification Reporting.



Remaining Sponsors **DO NOT** qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate, and must use the Standard Sampling Method for 2022-2023 Verification Reporting.



# Phase 2: Calculate & Select

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## Standard Sampling Method

This method must be used if the SFA is operating in their first year or if they do not qualify to use an alternative sampling method.

SFAs using this method must select **3% of the applications** to verify. The selected applications must be from those marked as **error-prone**.

# Phase 2:

## Calculate & Select

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### Standard Sampling Method

This method must be used if the SFA is operating in their first year or if they do not qualify to use an alternative sampling method.

SFAs using this method must select **3% of the applications** to verify. The selected applications must be from those marked as **error-prone**.

- Error-prone applications are those where the income falls within the error-prone range for income and household size.
- This may have been noted when the applications were initially certified.
- If they were not previously identified, please print the *Error-Prone Worksheet*, review all income applications and indicate which ones are error-prone.

# Phase 2: Calculate & Select

## Error-Prone Worksheet

The *Error-Prone Worksheet* can be found on the [NSLP webpage](#) under [Program Forms and Resources](#): Eligibility Documents for School Meal Benefits: Verifying Household Applications.



### Eligibility Documents for School Meal Benefits

Program Forms for School Year 2022-2023 have been updated.

**REMINDER:** As per USDA, the Program Forms should be distributed on or around the beginning of the school year. \*Forms cannot be distributed before July 1.

#### Application Packet

- Parent Letter for School Meals ([English](#)) ([Spanish](#))
- Instructions for Household Application for Free and Reduced-Price Meals ([English](#)) ([Spanish](#))
- Household Application for Free and Reduced-Price Meals ([English](#)) ([Spanish](#))
- Parent/Guardian Consent for Sharing Information ([English](#)) ([Spanish](#))
- Foster Outreach Letter – USDA Sample Template ([PDF](#)) ([Word](#))
- [USDA Translated School Meal Application Materials](#)

#### Parent Letters for Special Provision Options

- Parent Letter for Provision 2/3 Non-Base Year & for CEP ([English](#)) ([Spanish](#))

#### Parent Letters for the Special Milk Program

- Parent Letter, collects applications and charges ([English](#)) ([Spanish](#))
  - \*Use the instructions and the household application for free and reduced-price meals posted above.
- Parent Letter, does not collect applications and charges ([English](#)) ([Spanish](#))
- Parent Letter, does not collect applications and does not charge ([English](#)) ([Spanish](#))

#### Certification and Benefit Issuance

- Income Eligibility Guidelines (IEGs) for SY 22-23 ([English](#)) ([Spanish](#))
- Notification of Benefits Letter, School Meals ([English](#)) ([Spanish](#))
- Notification of Benefits Letter, Special Milk ([English](#)) ([Spanish](#))
- Notification for Free School Meals Letter, Direct Certification ([English](#)) ([Spanish](#))

#### Verifying Household Applications

- Error-Prone Guidelines ([PDF](#)) ([Excel](#))
- [Verification Tracking Form](#)
- [Verification for Cause Tracking Form](#)
- Notification of Verification Letter ([English](#)) ([Spanish](#))
- Letter of Verification Results ([English](#)) ([Spanish](#))
- [It's More Than a Meal Application](#)



# Phase 2: Calculate & Select

---

Learn more about identifying error-prone applications

Recommended training:

- [\*Step by Step Instruction: How to Identify Household Applications That Are Error-Prone\*](#)



# Phase 2: Calculate & Select

---

## EXAMPLE: Standard Sampling Method

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

# Phase 2: Calculate & Select

---

## EXAMPLE: Standard Sampling Method

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

Total applications x 3%

$1,174 \times .03 = 35.22$  (*always round up* = **36** applications to verify)

# Phase 2: Calculate & Select

---

## EXAMPLE: Standard Sampling Method

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

Total applications x 3%

$1,174 \times .03 = 35.22$  (*always round up* = 36 applications to verify)

The SFA in this example will need to randomly select 36 applications out of the 62 error-prone applications on file.

Please note: If there are not enough error-prone applications to meet the requirement, SFAs must verify all error-prone applications and then select additional applications at random to meet the required number.

# Phase 2:

## Calculate & Select

---

### Alternate 1: Random Sampling Method

Only SFAs who qualify to use an alternative sampling method can use this option.

SFAs using this method must select **3% of the applications** to verify. SFAs must randomly select from all case number, foster, and free/reduced income applications.

- The benefit of this sampling method is that the SFA does not need to identify error-prone applications, but instead is able to select from **all** applications.



# Phase 2: Calculate & Select

---

## EXAMPLE: Alternate 1: Random Sampling Method

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

# Phase 2: Calculate & Select

---

## EXAMPLE: Alternate 1: Random Sampling Method

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

Total applications x 3%

$1,174 \times .03 = 35.22$  (*always round up* = 36 applications to verify)

# Phase 2: Calculate & Select

---

## EXAMPLE: Alternate 1: Random Sampling Method

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

Total applications x 3%

$1,174 \times .03 = 35.22$  (*always round up* = 36 applications to verify)

*Reminder!* Error-prone applications do not need to be identified for this sampling method.

This SFA must randomly select 36 applications from all case number, foster, and free/reduced income applications.

# Phase 2: Calculate & Select

---

## Alternate 2: Focused Sampling Method

Only SFAs who qualify to use an alternative sampling method can use this option.

SFAs using this method must select **1% of the total applications** (from the error-prone applications) and **0.5% of the case number applications** to verify.

- The benefit of this sampling method is that it reduces the number of total applications the SFA will need to verify.

# Phase 2: Calculate & Select

---

## EXAMPLE: Alternate 2: Focused Sampling Method

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=1,174 total applications subject to verification

# Phase 2:

## Calculate & Select

---

### EXAMPLE: Alternate 2: Focused Sampling Method

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=1,174 total applications subject to verification

**Total applications x 1%**

$1,174 \times .01 = 11.74$  (*always round up* = 12 error-prone applications to verify)

# Phase 2:

## Calculate & Select

---

### EXAMPLE: Alternate 2: Focused Sampling Method

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=1,174 total applications subject to verification

**Total applications x 1%**

$1,174 \times .01 = 11.74$  (*always round up* = 12 error-prone applications to verify)

+

**Total case number applications x 0.5%**

$72 \times .005 = 0.36$  (*always round up* = 1 case number application to verify)

# Phase 2:

## Calculate & Select

---

### EXAMPLE: Alternate 2: Focused Sampling Method

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=1,174 total applications subject to verification

**Total applications x 1%**

$1,174 \times .01 = 11.74$  (*always round up* = 12 error-prone applications to verify)

+

**Total case number applications x 0.5%**

$72 \times .005 = 0.36$  (*always round up* = 1 case number application to verify)

= 12 error-prone applications + 1 case number application = 13 total applications to verify



# Phase 2:

## Calculate & Select

---

Does the sampling method make a difference?

Using the application counts in the previous examples, let's compare the number of applications needed to be verified in each of the sampling methods.

# Phase 2:

## Calculate & Select

---

Does the sampling method make a difference?

Using the application counts in the previous examples, let's compare the number of applications needed to be verified in each of the sampling methods.

	Calculation	# of Applications to Verify	Notes
<b>Standard</b>	3% of total applications	36 (chosen from error-prone)	
<b>Alternate 1: Random</b>	3% of total applications	36 (chosen from total applications)	SFAs are able to select from all applications and not have to track/identify error-prone.
<b>Alternate 2: Focused</b>	1% of total applications + 0.5% of case number applications	13 applications (12 error-prone and 1 case number)	SFAs are able to select from a smaller sample size of applications; therefore, they will not have to verify as many applications.

# Phase 2: Calculate & Select

## *Verification Sample Size Calculator*

ADE provides a *Verification Sample Size Calculator* for SFAs to use to calculate the required number of applications to be verified.

It is best practice to use this online calculator for verification to ensure the correct number of applications are being verified.

To access the calculator, the SFA must have permissions to the *CNP Verification Reporting* application through ADEConnect.

*Users who do not have access to CNP Verification Reporting must contact their Entity Administrator to grant access to this application.*



# Phase 2: Calculate & Select

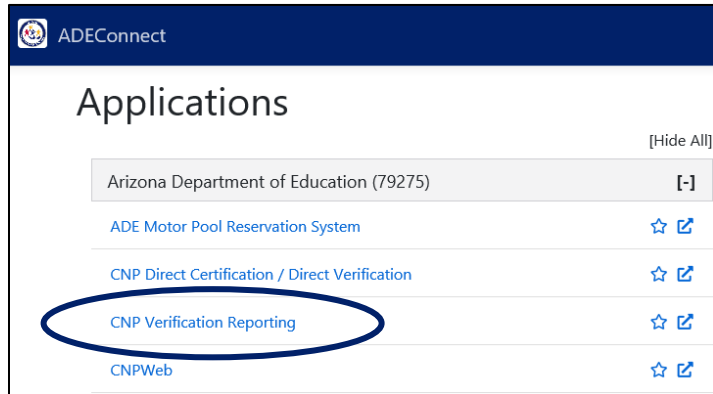
---

The screenshot shows the ADEConnect interface. At the top left is the ADEConnect logo. The main heading is 'Applications'. To the right of the heading is a '[Hide All]' link. Below the heading is a list of applications:

- Arizona Department of Education (79275) [-]
- ADE Motor Pool Reservation System ☆ ↗
- CNP Direct Certification / Direct Verification ☆ ↗
- CNP Verification Reporting** ☆ ↗
- CNPWeb ☆ ↗

The 'CNP Verification Reporting' application is circled in blue.

# Phase 2: Calculate & Select

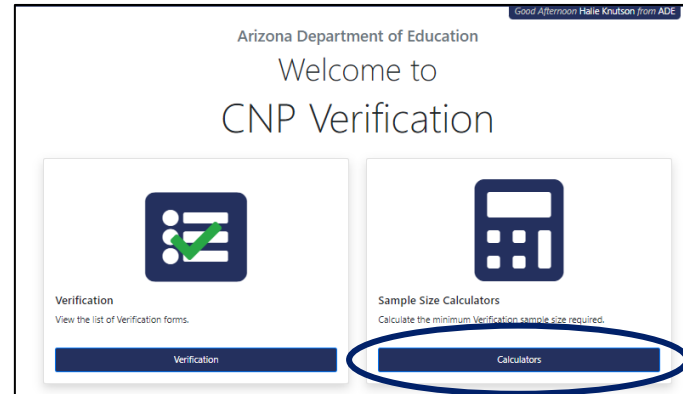


ADEConnect

## Applications


[Hide All]

- Arizona Department of Education (79275) [-]
- ADE Motor Pool Reservation System ☆ ↗
- CNP Direct Certification / Direct Verification ☆ ↗
- CNP Verification Reporting** ☆ ↗
- CNPWeb ☆ ↗




Arizona Department of Education  
Welcome to  
CNP Verification

Good Afternoon Halle Knutson from ADE



Verification  
View the list of Verification forms.

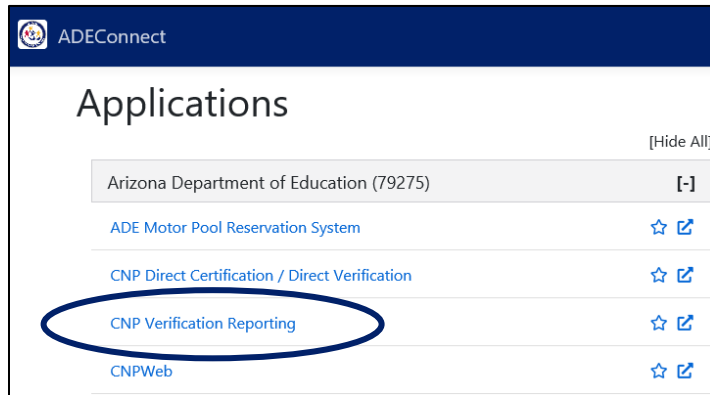
Verification



Sample Size Calculators  
Calculate the minimum Verification sample size required.

**Calculators**

# Phase 2: Calculate & Select

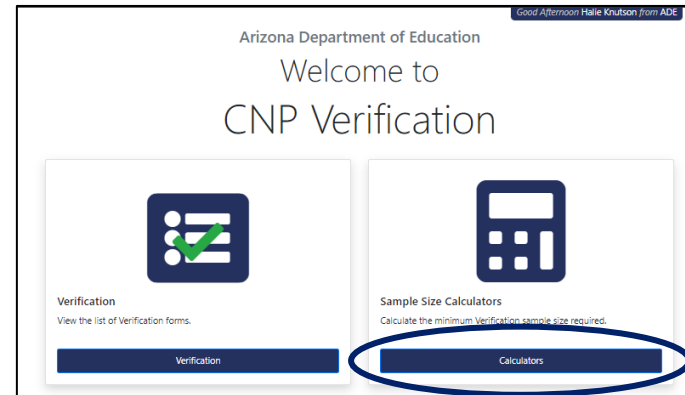


ADEConnect

## Applications


[Hide All]

- Arizona Department of Education (79275) [-]
- ADE Motor Pool Reservation System ☆ ↗
- CNP Direct Certification / Direct Verification ☆ ↗
- CNP Verification Reporting** ☆ ↗
- CNPWeb ☆ ↗




Arizona Department of Education  
Welcome to  
CNP Verification

Good Afternoon Halle Knutson from ADE



Verification  
View the list of Verification forms.

Verification



Sample Size Calculators  
Calculate the minimum Verification sample size required.

**Calculators**

# Calculator Links

## Verification Sampling Methods

- Standard
- Alternate 1 - Random
- Alternate 2 - Focused

# Phase 2: Calculate & Select

---

## Calculator

Total Number of Approved Applications on file as of October 1st:	1174
Total Number of Applications to Verify:	36

In this example, the Standard Sampling Method was used. Based on the calculator, the SFA would be required to verify 36 applications and select from error-prone.

- Feel free to print the screen for documentation purposes!

# Phase 2: Calculate & Select

---

## Select applications

The last step in Phase 2 is to randomly select the correct number of applications as indicated by the *Verification Sample Size Calculator*.

- Remember to select from error-prone if you chose Standard Sampling or Alternate 2!

Once you have selected the applications, you are ready to move on to Phase 3!



# Phase 3: Verify Selected Applications



# Phase 3: Verify

---

## Phase 3 tasks:

- Complete the *Verification Tracking Form* for each application selected for verification
- Conduct direct verification in *CNP Direct Certification/Direct Verification*
- Contact the households and collect documentation



# Phase 3: Verify

## Best practice: Verification Tracking Form

For each application selected for verification, ADE recommends printing the [Verification Tracking Form](#).

- Print and attach this form to each application being verified.
- Fill this form out as you go through the verification process.
- The tracking form has four steps to guide the SFA from beginning to end through what to do with each application selected for verification.

Verification Phase 3: Verify  
**Verification Tracking Form**  
Complete this form for each application selected for verification.  
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: \_\_\_\_\_ Error Prone:  Yes  No  
Original Determination was (check one):  
 Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)  
 Free Eligible Based on Income/Household Size Information  
 Reduced-Price Eligible

**Step 1**  Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.  
**Results of Confirmation Review (Select ONE):**  
 Confirmed Original Determination, no change in benefits  
Continue to Step 2.  
 Changed from Reduced to Free  
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.  
 Changed from Free to Reduced  
Do not change benefits, do not contact household; continue to Step 2.  
 Changed to PAID  
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: \_\_\_\_\_ (after 10 calendar days of letter sent)

**Step 2**  Conduct Direct Verification, Results (Select ONE):  
 Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.  
 Not Verified: Print off results, attach to tracking form. Continue with Step 3.

**Now contact the household**

**Step 3**  Send First Verification Notice \_\_\_\_\_ (sent date) Requesting Documentation returned by: \_\_\_\_\_  
 If no response by given due date, follow up with household. Second Verification Notice/called/email \_\_\_\_\_ (date)  
 Follow-up official must sign and date household application  
 Make notes on the application, as necessary

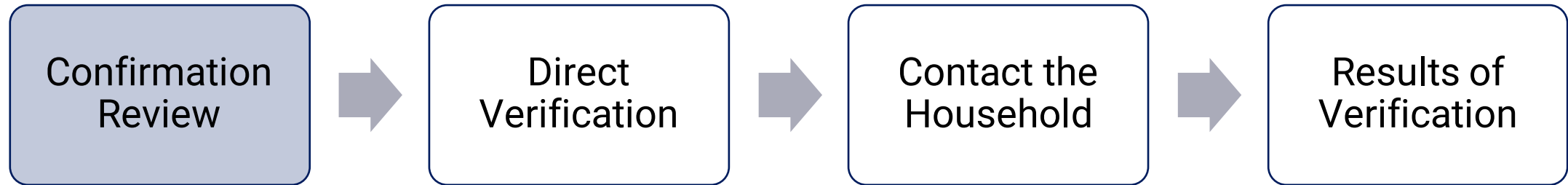
**Step 4**  Results of Verification (Select ONE):  
 Responded, no change in benefits  
Send Letter of Verification Results (confirming no change) and attach to this tracking form. \_\_\_\_\_ (date)  
 Responded, original determination changed to Free  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)  
 Responded, original determination changed to Reduced  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)  
 Responded, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)  
 No response after follow up, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

\*Changes in meal benefits due to Verification: Increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

# Phase 3: Verify

---



## Step 1: Confirmation Review

A school official who did not make the original eligibility decision (known as the Confirming Official) will review the applications and confirm that the correct eligibility was assigned when the application was initially certified.

- The confirmation review can be completed when the application is initially certified for eligibility, or it can be done during the time of verification.

Refer to the *Verification Tracking Form* for guidance on what to do when the initial eligibility determination is incorrect.

# Phase 3: Verify

## Results of the confirmation review

- If the original determination is confirmed: No change in benefits, move on to Step 2.
- If the original determination changed the benefits: Refer to the *Verification Tracking Form* for next steps.



**Verification Phase 3: Verify**  
**Verification Tracking Form**  
Complete this form for each application selected for verification.  
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: \_\_\_\_\_ Error Prone:  Yes  No

Original Determination was (check one):

- Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
- Free Eligible Based on Income/Household Size Information
- Reduced-Price Eligible

**Step 1**  Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

**Results of Confirmation Review (Select ONE):**

- Confirmed Original Determination, no change in benefits  
Continue to Step 2.
- Changed from Reduced to Free  
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
- Changed from Free to Reduced  
Do not change benefits, do not contact household; continue to Step 2.
- Changed to PAID  
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: \_\_\_\_\_ (after 10 calendar days of letter sent)

**Step 2**  Conduct Direct Verification, Results (Select ONE):

- Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
- Not Verified: Print off results, attach to tracking form. Continue with Step 3.

**Now contact the household**

**Step 3**  Send First Verification Notice \_\_\_\_\_ (sent date) Requesting Documentation returned by: \_\_\_\_\_

- If no response by given due date, follow up with household. Second Verification Notice/called/email \_\_\_\_\_ (date)
  - Follow-up official must sign and date household application
  - Make notes on the application, as necessary

**Step 4**  Results of Verification (Select ONE):

- Responded, no change in benefits  
Send Letter of Verification Results (confirming no change) and attach to this tracking form. \_\_\_\_\_ (date)
- Responded, original determination changed to Free  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Reduced  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- No response after follow up, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

\*Changes in meal benefits due to Verification: Increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

# Phase 3: Verify

---

## The confirmation review

Be sure the Confirming Official signs and dates the household application after it is reviewed.

OFFICE USE ONLY	
Eligibility: Free___ Reduced___ Denied___	<input type="checkbox"/> Error Prone
Determining Official's Signature: _____	Date: _____
<input type="checkbox"/> Case # Application	<input type="checkbox"/> Foster Application
<input type="checkbox"/> Directly Certified: Date of Disregard: _____	
<input type="checkbox"/> Income Application	
Household Size: _____	
Total Income: _____	Per: <input type="checkbox"/> Week <input type="checkbox"/> Bi-Weekly (Every 2 Weeks) <input type="checkbox"/> 2x Month <input type="checkbox"/> Monthly <input type="checkbox"/> Annual
<input type="checkbox"/> Selected For Verification: Confirming Official's Signature: _____	Date: _____
Follow-Up Official's Signature: _____	Date: _____

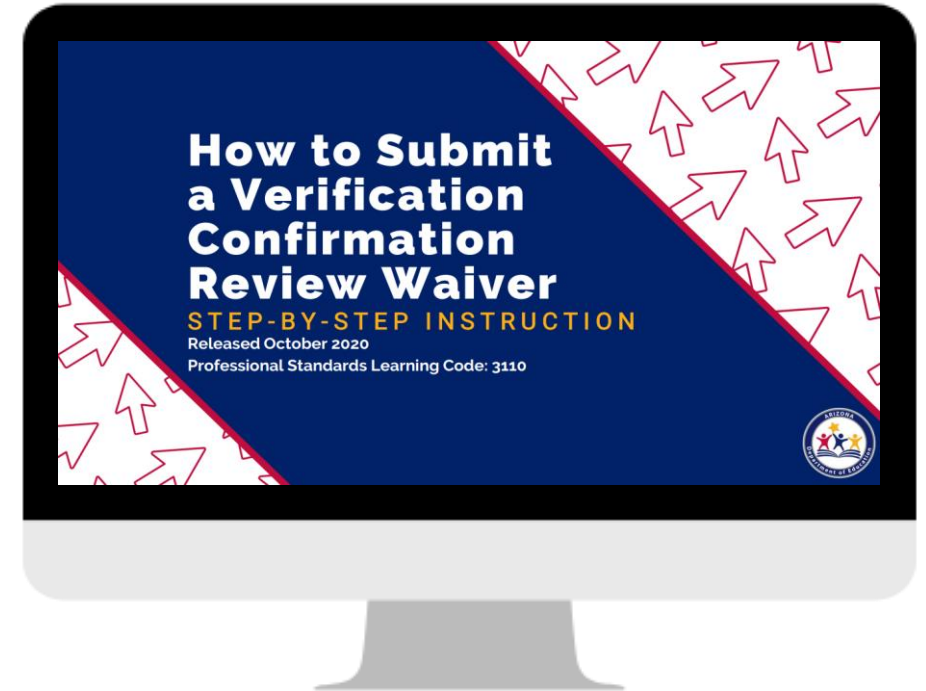
# Phase 3: Verify

---

## The confirmation review

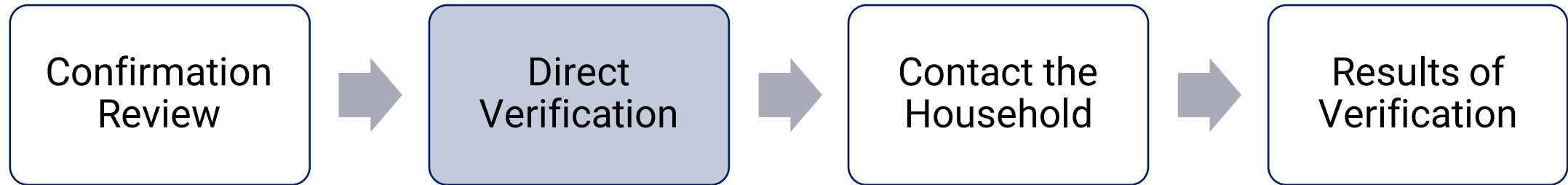
The confirmation review can be waived for SFAs who use a technology-based system that operates with a high level of accuracy in processing applications.

Recommended training: [\*Step by Step Instruction: How to Submit a Verification Confirmation Review Waiver\*](#)



# Phase 3: Verify

---



## Step 2: Conduct Direct Verification

Direct verification (DV) is a process used to *verify* income and/or participation in assistance programs by directly obtaining documentation from the appropriate state or local agency.

In Arizona, DV is conducted via ADEConnect in the *CNP Direct Certification/Direct Verification* application.

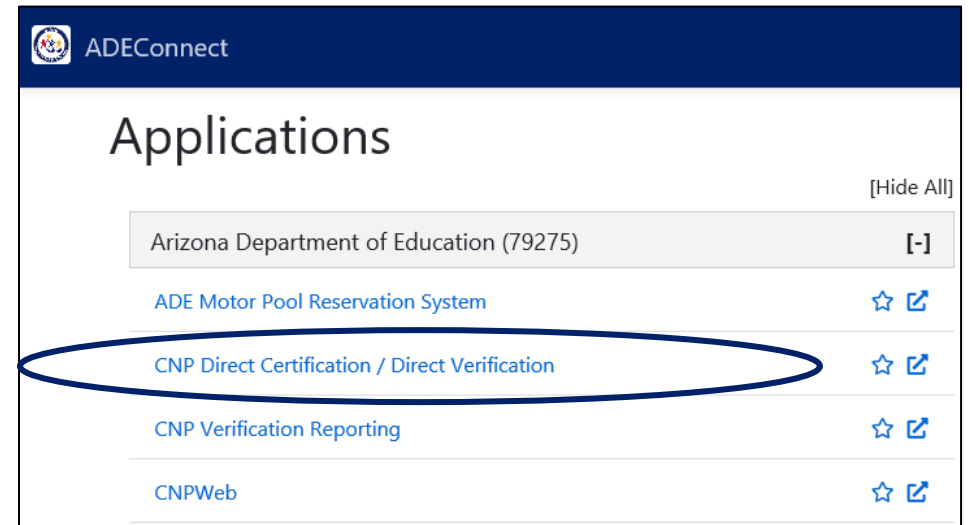


# Phase 3: Verify

## CNP Direct Certification/Direct Verification

To conduct direct verification you will need permissions to *CNP Direct Certification/Direct Verification* in ADEConnect.

*Users who do not have access to CNP Direct Certification/Direct Verification must contact their Entity Administrator to request or gain access to this application.*



# Phase 3: Verify

## CNP Direct Certification/Direct Verification

When you enter the system, be sure to enter Direct Verification in yellow on the right side of the screen.

The screenshot shows a web application interface for "CNP Direct Certification & Direct Verification". The page is split into two main columns. The left column, titled "Direct Certification", has a blue header and contains text explaining the process, including requirements for SFAs and a list of verification dates. The right column, titled "Direct Verification", has a yellow header and includes a red "Available October 1st" notice and a paragraph about the state of Arizona's requirements. Both columns feature a "Proceed to [Category] >>>" button at the bottom.

DE seat

### CNP Direct Certification & Direct Verification

Welcome, **Krug, Jessica**

Home Help ADEConnect Log

#### Direct Certification

Direct Certification means determining which children are eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency.

All Child Nutrition Program School Food Authorities (SFAs)\* are required to run a Direct Certification report at least three times per school year using CNP Direct Certification:

- At or around the beginning of the school year (July 1)
- three months after the initial effort, and
- six months after the initial effort

No application is necessary if eligibility is determined through the direct certification process.

If a household submits an application for children who were directly certified, direct certification takes precedence over an application.

[Modify](#)

Proceed to Direct Certification >>>

#### Direct Verification

**Available October 1st**

Conducting Direct Verification is a requirement in the state of Arizona. Direct Verification is not Direct Certification; however, they're located in the same application via the ADE Common Logon, CNP Direct Certification/Direct Verification. Direct Verification can only be conducted during the Verification time frame (Oct. 1- Nov. 15) and must only be conducted for applications that are part of the Verification sample. Since Verification for Cause can be conducted at any time during the year, including dates that Direct Verification is not available, ADE does not require LEAs to conduct Direct Verification for applications selected to be verified for cause.

[Modify](#)

Proceed to Direct Verification >>>

# Phase 3: Verify

---

## Direct Verification (DV)

DV is very similar to DC, except for a few differences:

- Only available during verification time
- Only search students who were selected for verification
- Searches using an additional data source: Medical Assistance (MA)

# Phase 3: Verify

---

## Direct Verification (DV)

You can use Individual Student Lookup or File Upload to conduct DV

- Case number search
- State Student ID search
- Standard format search (first name, last name, date of birth)



# Phase 3: Verify

## Interpreting the results

The search results will show Verified or Not Verified.

### Search Results

Search Results

Download:  Check here to include NOT VERIFIED results  

Search Type	Search Date	Searched By	Entity Name	Total Records	Verified	Partial Matches	Not Verified
Lookup Standard	9/27/2019 12:47:49 PM	User, HNS	Ajo Unified District	2	1		1

Result:

Show  entries

Search:

First Name	Last Name	Birth Date	Result	Result Date	Possible Duplicate
Brian	Maltese	11/22/2013	Verified	09/20/2019	
Jackie	Doe	07/01/2009	Not Verified		

Showing 1 to 2 of 2 entries

Previous  Next

# Phase 3: Verify

## Interpreting the results

Refer to the *Verification Tracking Form* for next steps:

**Verification Phase 3: Verify**  
**Verification Tracking Form**

Complete this form for each application selected for verification.  
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: \_\_\_\_\_ Error Prone:  Yes  No

Original Determination was (check one):

- Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
- Free Eligible Based on Income/Household Size Information
- Reduced-Price Eligible

**Step 1**  Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

**Results of Confirmation Review (Select ONE):**

- Confirmed Original Determination, no change in benefits  
Continue to Step 2.
- Changed from Reduced to Free  
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
- Changed from Free to Reduced  
Do not change benefits, do not contact household; continue to Step 2.
- Changed to PAID  
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: \_\_\_\_\_ (after 10 calendar days of letter sent)

**Step 2**  Conduct Direct Verification, Results (Select ONE):

- Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
- Not Verified: Print off results, attach to tracking form. Continue with Step 3.

**Now contact the household**

**Step 3**  Send First Verification Notice \_\_\_\_\_ (sent date) Requesting Documentation returned by: \_\_\_\_\_

- If no response by given due date, follow up with household. Second Verification Notice/called/email \_\_\_\_\_ (date)
  - Follow-up official must sign and date household application
  - Make notes on the application, as necessary

**Step 4**  Results of Verification (Select ONE):

- Responded, no change in benefits  
Send Letter of Verification Results (confirming no change) and attach to this tracking form. \_\_\_\_\_ (date)
- Responded, original determination changed to Free  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Reduced  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- No response after follow up, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

\*Changes in meal benefits due to Verification: increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

# Phase 3: Verify

## Interpreting the results

Refer to the *Verification Tracking Form* for next steps:

**Verified:** Print the results and attach to the tracking form. Verification is **complete** for this application.

- **STOP.** Do not contact the household! Do not select another application!

**Verification Phase 3: Verify**  
**Verification Tracking Form**  
Complete this form for each application selected for verification.  
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: \_\_\_\_\_ Error Prone:  Yes  No  
Original Determination was (check one):  
 Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)  
 Free Eligible Based on Income/Household Size Information  
 Reduced-Price Eligible

**Step 1**  Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

**Results of Confirmation Review (Select ONE):**  
 Confirmed Original Determination, no change in benefits  
Continue to Step 2.  
 Changed from Reduced to Free  
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.  
 Changed from Free to Reduced  
Do ~~not~~ change benefits, do not contact household; continue to Step 2.  
 Changed to PAID  
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: \_\_\_\_\_ (after 10 calendar days of letter sent)

**Step 2**  Conduct Direct Verification, Results (Select ONE):  
 Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.  
 Not Verified: Print off results, attach to tracking form. Continue with Step 3.

**Now contact the household**

**Step 3**  Send First Verification Notice \_\_\_\_\_ (sent date) Requesting Documentation returned by: \_\_\_\_\_  
 If no response by given due date, follow up with household. Second Verification Notice/called/email \_\_\_\_\_ (date)  
 Follow-up official must sign and date household application  
 Make notes on the application, as necessary

**Step 4**  Results of Verification (Select ONE):  
 Responded, no change in benefits  
Send Letter of Verification Results (confirming no change) and attach to this tracking form. \_\_\_\_\_ (date)  
 Responded, original determination changed to Free  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)  
 Responded, original determination changed to Reduced  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)  
 Responded, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)  
 No response after follow up, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

\*Changes in meal benefits due to Verification: increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

# Phase 3: Verify

## Interpreting the results

Refer to the *Verification Tracking Form* for next steps:

**Verified:** Print the results and attach to the tracking form. Verification is **complete** for this application.

- **STOP.** Do not contact the household! Do not select another application!

**Not Verified:** Print the results and attach to the tracking form. Continue to Step 3.

**Verification Phase 3: Verify**  
**Verification Tracking Form**  
Complete this form for each application selected for verification.  
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: \_\_\_\_\_ Error Prone:  Yes  No  
Original Determination was (check one):  
 Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)  
 Free Eligible Based on Income/Household Size Information  
 Reduced-Price Eligible

**Step 1**  Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

**Results of Confirmation Review (Select ONE):**  
 Confirmed Original Determination, no change in benefits  
Continue to Step 2.  
 Changed from Reduced to Free  
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.  
 Changed from Free to Reduced  
Do ~~not~~ change benefits, do not contact household; continue to Step 2.  
 Changed to PAID  
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: \_\_\_\_\_ (after 10 calendar days of letter sent)

**Step 2**  Conduct Direct Verification, Results (Select ONE):  
 Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.  
 Not Verified: Print off results, attach to tracking form. Continue with Step 3.

**Now contact the household**

**Step 3**  Send First Verification Notice \_\_\_\_\_ (sent date) Requesting Documentation returned by: \_\_\_\_\_  
 If no response by given due date, follow up with household. Second Verification Notice/called/email \_\_\_\_\_ (date)  
 Follow-up official must sign and date household application  
 Make notes on the application, as necessary

**Step 4**  Results of Verification (Select ONE):  
 Responded, no change in benefits  
Send Letter of Verification Results (confirming no change) and attach to this tracking form. \_\_\_\_\_ (date)  
 Responded, original determination changed to Free  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)  
 Responded, original determination changed to Reduced  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)  
 Responded, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)  
 No response after follow up, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

\*Changes in meal benefits due to Verification: increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.



# Phase 3: Verify

## Interpreting the results

Refer to the *Verification Tracking Form* for next steps:

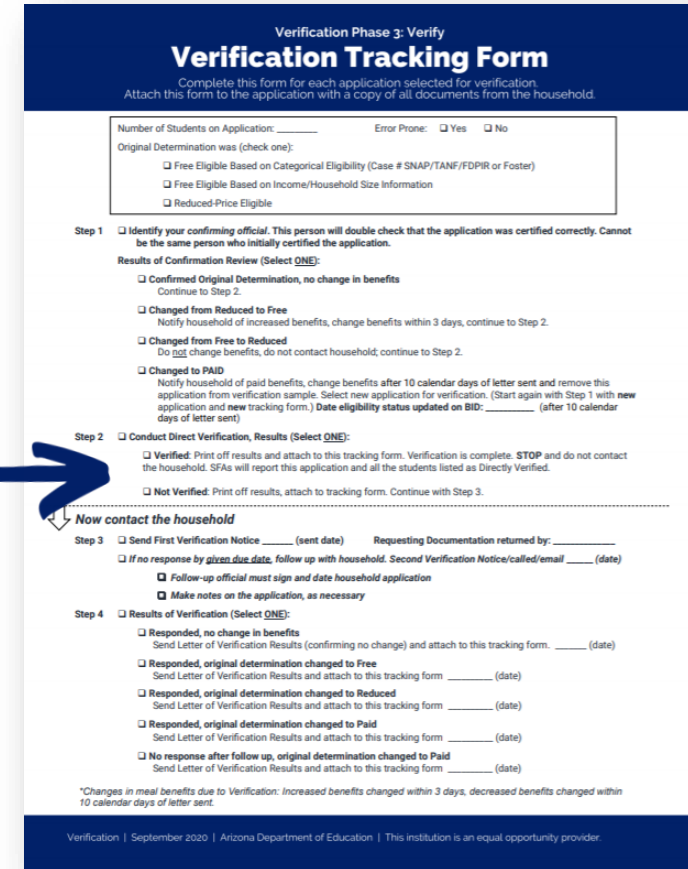
**Verified:** Print the results and attach to the tracking form. Verification is **complete** for this application.

- **STOP.** Do not contact the household! Do not select another application!

**Not Verified:** Print the results and attach to the tracking form. Continue to Step 3.

## Learn more about conducting DV

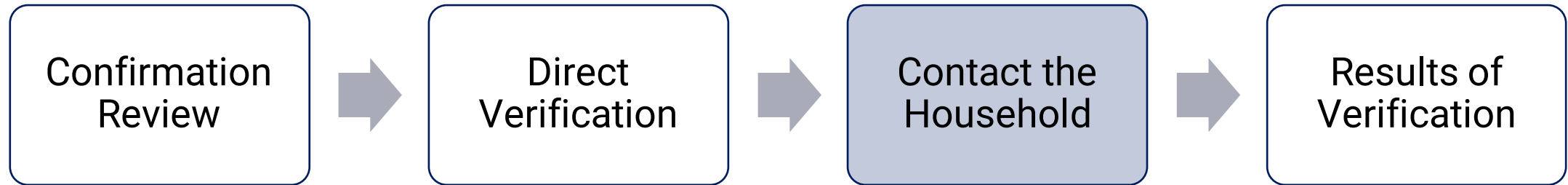
Recommended training: [\*Step by Step Instruction: How to Conduct Direct Verification\*](#)



The image shows a 'Verification Phase 3: Verify Verification Tracking Form'. The form is titled 'Verification Phase 3: Verify' and 'Verification Tracking Form'. It includes instructions to complete the form for each application selected for verification and to attach it to the application with a copy of all documents from the household. The form is divided into several sections: 'Number of Students on Application', 'Error Prone', 'Original Determination was (check one)', 'Step 1: Identify your confirming official', 'Results of Confirmation Review (Select ONE)', 'Step 2: Conduct Direct Verification, Results (Select ONE)', 'Now contact the household', 'Step 3: Send First Verification Notice', and 'Step 4: Results of Verification (Select ONE)'. A blue arrow points to the 'Step 2' section, specifically to the 'Verified' option. The 'Verified' option states: 'Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.' The 'Not Verified' option states: 'Print off results, attach to tracking form. Continue with Step 3.'

# Phase 3: Verify

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## Step 3: Contact the Household

If the student was not verified, the household must provide documentation to support the information on the application.

Notify the household that their application was selected for verification and request income documentation.

# Phase 3: Verify

## Contacting the household

ADE's *Notification of Verification Letter School Meals* template can be used to notify the households.

- The letter is available in [English](#) and [Spanish](#).

**WE MUST CHECK YOUR SCHOOL MEALS APPLICATION**

**School:** [School Name]

**Date:** [Date]

Dear [Name],

The United States Department of Agriculture (USDA) is allowing our school to operate the Seamless Summer Option (SSO) during School Year 2021-2022 (SY 21-22) due to the COVID-19 pandemic, meaning all students will receive meals at no cost regardless of their meal benefit eligibility status.

Schools are required to verify the accuracy of applications that were submitted. You must submit the eligibility documentation outlined below, or contact [Name] by [Date]. Without this documentation, your child(ren) will no longer have a free or reduced-price meal benefit eligibility status for SY 21-22 and may lose benefits from other programs including but not limited to your child(ren)'s meal benefit eligibility status for the first 30 days of SY 22-23, Pandemic Electronic Benefit Transfer (P-EBT), free or discounted fees to participate in most sports, reduced registration fees for AP, SAT, and/or ACT tests, discounted rates on fees associated with applying for college, and discounted rates on Internet services. If you choose not to respond, your child(ren) will no longer have a free or reduced-price meal benefit eligibility status.

**We are checking the Free and Reduced-Price School Meals Application for:** [Name(s) of child(ren)].

**Return this form and the documentation listed below to:** [Address]

- 1. If anyone in your household receives SNAP, TANF, or FDIPIR:**  
Do not send your EBT card. Provide one of the following:
  - SNAP or TANF or FDIPIR Certification Notice that shows dates of completion
  - Letter from SNAP or TANF or FDIPIR office that shows dates of certification
- 2. If the child meets the definition of homeless, migrant, or runaway:**  
Please contact [School homeless liaison, head start or migrant coordinator] for assistance.
- 3. If the child is a foster child under the legal responsibility of a foster care agency or court:**  
Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.
- 4. If no one in the household receives SNAP or TANF or FDIPIR benefits:**  
Provide documentation showing the total income and source(s) of income received by all members of the household. The documentation must show the name of the person who received the income, the date it was received, how much was received, and how often it was received.

# Phase 3: Verify

## A note on getting families to respond

ADE understands the difficulty in getting families to respond to verification requests, or even submitting household applications at all.

We recommend encouraging the families to respond because “it’s more than a meal application!”

SFAs are welcome to use this flyer to send to families to encourage the submission of household applications and response to verification.

This flyer is available [here](#).

The flyer features the Arizona Department of Education logo and the title "It's More Than a Meal Application!". Below the title, it states: "The information collected on meal applications for the National School Lunch Program (NSLP) can do more than just provide free and reduced-price meals." The central graphic is a circular flow diagram titled "Meal Application" with five nodes: "School Funding" (with a piggy bank icon), "Academic Tests" (with a test paper icon), "Athletics" (with sports equipment icon), "College Application Fees" (with a college application form icon), and "School Meals" (with a plate of food icon). Each node includes a brief description of the benefit. At the bottom, a call to action reads: "Turn in your meal application today to take advantage of these additional benefits and ensure your school continues to receive funding!". The footer contains the text: "June 2022 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider."

# Phase 3: Verify

## Contacting the household

The letter must include the date by which a response is due.

- The due date is your decision; however, you should allow the household sufficient time to respond to the request, allow yourself sufficient time to do at least one follow-up and complete verification for the household by November 15<sup>th</sup>.

**WE MUST CHECK YOUR SCHOOL MEALS APPLICATION**

**School:** [School Name]

**Date:** [Date]

Dear [Name],

The United States Department of Agriculture (USDA) is allowing our school to operate the Seamless Summer Option (SSO) during School Year 2021-2022 (SY 21-22) due to the COVID-19 pandemic, meaning all students will receive meals at no cost regardless of their meal benefit eligibility status.

Schools are required to verify the accuracy of applications that were submitted. You must submit the eligibility documentation outlined below, or contact [Name] by [Date]. Without this documentation, your child(ren) will no longer have a free or reduced-price meal benefit eligibility status for SY 21-22 and may lose benefits from other programs including but not limited to your child(ren)'s meal benefit eligibility status for the first 30 days of SY 22-23, Pandemic Electronic Benefit Transfer (P-EBT), free or discounted fees to participate in most sports, reduced registration fees for AP, SAT, and/or ACT tests, discounted rates on fees associated with applying for college, and discounted rates on Internet services. If you choose not to respond, your child(ren) will no longer have a free or reduced-price meal benefit eligibility status.

**We are checking the Free and Reduced-Price School Meals Application for:** [Name(s) of child(ren)].

**Return this form and the documentation listed below to:** [Address]

- 1. If anyone in your household receives SNAP, TANF, or FDIPIR:**  
Do not send your EBT card. Provide one of the following:
  - SNAP or TANF or FDIPIR Certification Notice that shows dates of completion
  - Letter from SNAP or TANF or FDIPIR office that shows dates of certification
- 2. If the child meets the definition of homeless, migrant, or runaway:**  
Please contact [School homeless liaison, head start or migrant coordinator] for assistance.
- 3. If the child is a foster child under the legal responsibility of a foster care agency or court:**  
Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.
- 4. If no one in the household receives SNAP or TANF or FDIPIR benefits:**  
Provide documentation showing the total income and source(s) of income received by all members of the household. The documentation must show the name of the person who received the income, the date it was received, how much was received, and how often it was received.

# Phase 3: Verify

## Contacting the household

Document the date the letter was sent and the due date on the *Verification Tracking Form*.

**Verification Phase 3: Verify**  
**Verification Tracking Form**

Complete this form for each application selected for verification.  
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: \_\_\_\_\_ Error Prone:  Yes  No

Original Determination was (check one):

- Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
- Free Eligible Based on Income/Household Size Information
- Reduced-Price Eligible

**Step 1**  Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

**Results of Confirmation Review (Select ONE):**

- Confirmed Original Determination, no change in benefits  
Continue to Step 2.
- Changed from Reduced to Free  
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
- Changed from Free to Reduced  
Do not change benefits, do not contact household; continue to Step 2.
- Changed to PAID  
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: \_\_\_\_\_ (after 10 calendar days of letter sent)

**Step 2**  Conduct Direct Verification, Results (Select ONE):

- Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
- Not Verified: Print off results, attach to tracking form. Continue with Step 3.

**Now contact the household**

**Step 3**  Send First Verification Notice \_\_\_\_\_ (sent date) Requesting Documentation returned by: \_\_\_\_\_

If no response by given due date, follow up with household. Second Verification Notice/called/email \_\_\_\_\_ (date)

- Follow-up official must sign and date household application
- Make notes on the application, as necessary

**Step 4**  Results of Verification (Select ONE):

- Responded, no change in benefits  
Send Letter of Verification Results (confirming no change) and attach to this tracking form. \_\_\_\_\_ (date)
- Responded, original determination changed to Free  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Reduced  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- No response after follow up, original determination changed to Paid  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

\*Changes in meal benefits due to Verification: increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

# Phase 3: Verify

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## Contacting the household

If a household does not respond by the given due date, you must complete at least one follow-up.

- This can be done by sending a second letter, sending an email or calling the household.

Make sure the date that the second follow-up was conducted is documented and a due date for the household to respond by is included.

# Phase 3: Verify

## Contacting the household

The Follow-Up Official will sign and date the household application if a follow-up letter was sent.

- This does not need to be a different individual than the Determining or Confirming Official.
- Document that the Follow-Up Official has signed the application on the *Verification Tracking Form*.

OFFICE USE ONLY	
Eligibility: Free ___ Reduced ___ Denied ___	<input type="checkbox"/> Error Phone
Determining Official's Signature: _____	Date: _____
<input type="checkbox"/> Case # Application <input type="checkbox"/> Foster Application <input type="checkbox"/> Directly Certified: Date of Disregard: _____	
<input type="checkbox"/> Income Application	
Household Size: _____	
Total Income: _____	Per: <input type="checkbox"/> Week <input type="checkbox"/> Bi-Weekly (Every 2 Weeks) <input type="checkbox"/> 2x Month <input type="checkbox"/> Monthly <input type="checkbox"/> Annual
<input type="checkbox"/> Selected For Verification: Confirming Official's Signature: _____	Date: _____
Follow-Up Official's Signature: _____	Date: _____



# Phase 3: Verify

## Contacting the household

When the household provides you with documentation, the list of *Sources of Acceptable Income Documentation* can assist with determining if the documentation provided can be accepted.

- This list is available in [English](#) and [Spanish](#).

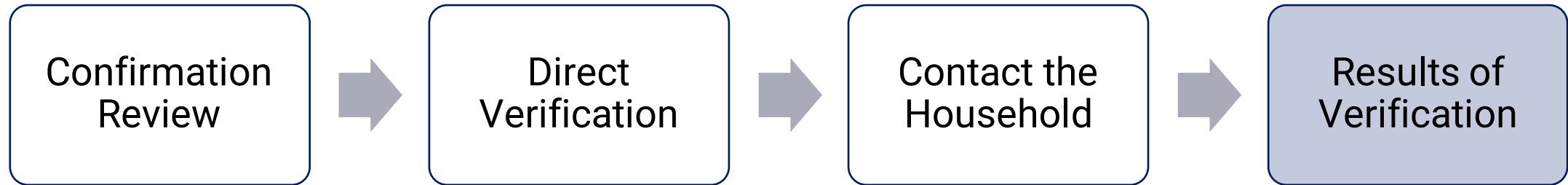
Appendix C

**SOURCES OF ACCEPTABLE INCOME DOCUMENTATION**

Types of Income	Suggested Sources of Acceptable Written Evidence
<small>(The following listing contains suggestions of sources of acceptable income documentation. This list is not exclusive and additional sources may be requested.)</small>	
<b>1. Earnings:</b> (wages and salary): Total or <i>gross</i> earnings before withholding FICA, taxes, or other deductions, such as insurance. If the applicant is a self-employed businessperson or farmer, <i>net</i> income should be used. (NOTE: Many of the assets of self-employed business persons are on paper and their cash or net worth is often very low, although they may hold considerable property and equipment [assets]. They should report only their actual cash income, <i>not</i> assets.)	<ul style="list-style-type: none"><li>· A current paycheck stub</li><li>· Pay envelopes showing total gross pay</li><li>· Letter from employer stating gross wages</li> <li>· Self-employed:<ul style="list-style-type: none"><li>· Business or farming documents, such as ledger books</li><li>· Last quarterly tax estimate</li><li>· Last year's tax return</li></ul></li></ul>
<b>2. Cash Income:</b> Some persons who work in situations where the employer does not want to be responsible for withholdings, such as domestic workers, casual laborers or persons working for an individual or small business on an irregular basis, may receive wages in the form of cash.	<ul style="list-style-type: none"><li>· A letter from the employer stating wages paid and frequency</li></ul>
<b>3. FDPIR:</b> In Arizona, the Food Distribution Program on Indian Reservations (FDPIR) is administered by Indian Tribal Organizations (ITOs). There are seven ITOs in Arizona, each serving one or two of Arizona's nine Indian tribes. Upon approval of a household's eligibility to participate in FDPIR, the appropriate ITO provides that household with a letter stating they have been approved.	<ul style="list-style-type: none"><li>· An FDPIR approval letter or certification letter</li></ul>
<b>4. General Assistance:</b> or welfare is often a cash payment made by local welfare/human service agencies based upon need. Often these payments are confused with or even combined with CA payments.	<ul style="list-style-type: none"><li>· Benefit letter from the welfare agency</li></ul>

# Phase 3: Verify

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## Step 4: Results of Verification

If documentation from the household was received, compare the documentation provided with the information provided on the application.

When verifying an income application, be sure to look at the **gross income**, not the net income.

- This is a very common mistake! *Never use net income when certifying or verifying household applications.*

# Phase 3: Verify

## Results of verification

Once you have determined the results of verification, refer to Step 4 in the *Verification Tracking Form* to document the results.

Let's review what the results mean.

**Verification Phase 3: Verify**  
**Verification Tracking Form**

Complete this form for each application selected for verification.  
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: \_\_\_\_\_ Error Prone:  Yes  No

Original Determination was (check one):

- Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
- Free Eligible Based on Income/Household Size Information
- Reduced-Price Eligible

**Step 1**  Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

**Results of Confirmation Review (Select ONE):**

- Confirmed Original Determination, no change in benefits**  
Continue to Step 2.
- Changed from Reduced to Free**  
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
- Changed from Free to Reduced**  
Do not change benefits, do not contact household; continue to Step 2.
- Changed to PAID**  
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) **Date eligibility status updated on BID:** \_\_\_\_\_ (after 10 calendar days of letter sent)

**Step 2**  **Conduct Direct Verification, Results (Select ONE):**

- Verified:** Print off results and attach to this tracking form. Verification is complete. **STOP** and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
- Not Verified:** Print off results, attach to tracking form. Continue with Step 3.

↓ **Now contact the household**

**Step 3**  Send First Verification Notice \_\_\_\_\_ (sent date) Requesting Documentation returned by: \_\_\_\_\_

- If no response by given due date, follow up with household. Second Verification Notice/called/email \_\_\_\_\_ (date)**
  - Follow-up official must sign and date household application
  - Make notes on the application, as necessary

**Step 4**  **Results of Verification (Select ONE):**

- Responded, no change in benefits**  
Send Letter of Verification Results (confirming no change) and attach to this tracking form. \_\_\_\_\_ (date)
- Responded, original determination changed to Free**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Reduced**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Paid**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- No response after follow up, original determination changed to Paid**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

\*Changes in meal benefits due to Verification: increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.



# Phase 3: Verify

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## Results of verification

Result	What it Means
Responded, no change in benefits.	Documentation provided supports the information on the application.

# Phase 3: Verify

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## Results of verification

Result	What it Means
Responded, no change in benefits.	Documentation provided supports the information on the application.
Responded, original determination changed to free.	Documentation provided does not support the information on the application. The documentation provided <b>increases</b> the student's benefits.

# Phase 3: Verify

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## Results of verification

Result	What it Means
Responded, no change in benefits.	Documentation provided supports the information on the application.
Responded, original determination changed to free.	Documentation provided does not support the information on the application. The documentation provided <b>increases</b> the student's benefits.
Responded, original determination changed to reduced.	Documentation provided does not support the information on the application. The documentation provided <b>decreases</b> the student's benefits.

# Phase 3: Verify

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## Results of verification

Result	What it Means
Responded, no change in benefits.	Documentation provided supports the information on the application.
Responded, original determination changed to free.	Documentation provided does not support the information on the application. The documentation provided <b>increases</b> the student's benefits.
Responded, original determination changed to reduced.	Documentation provided does not support the information on the application. The documentation provided <b>decreases</b> the student's benefits.
Responded, original determination changed to paid.	Documentation provided does not support the information on the application. The documentation provided <b>decreases</b> the student's benefits.

# Phase 3: Verify

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## Results of verification

Result	What it Means
Responded, no change in benefits.	Documentation provided supports the information on the application.
Responded, original determination changed to free.	Documentation provided does not support the information on the application. The documentation provided <b>increases</b> the student's benefits.
Responded, original determination changed to reduced.	Documentation provided does not support the information on the application. The documentation provided <b>decreases</b> the student's benefits.
Responded, original determination changed to paid.	Documentation provided does not support the information on the application. The documentation provided <b>decreases</b> the student's benefits.
No response, original determination changed to paid.	The household did not provide any documentation, or the documentation provided is incomplete and, therefore, the student's benefits are <b>terminated</b> and changed to paid.



# Phase 3: Verify

## Results of verification

Notify the households of the results of verification. ADE's *Notice of Verification Results Letter* template can be used to notify the households.

- The letter is recommended to be sent as soon as possible to all households selected for verification, but the final deadline is **November 15<sup>th</sup>**.
- The letter is available in [English](#) and [Spanish](#).

**WE HAVE CHECKED YOUR SCHOOL MEALS APPLICATION**

School: [School Name]

Date: [Date]

Dear [Name],

We checked the information you sent us to support that [Name(s) of child(ren)] is/are eligible for free or reduced-price meals. Although your child(ren) will continue to receive free meals during School Year 2021-2022 (SY 21-22) due to our school's participation in Seamless Summer Option (SSO), we have determined that:

- Your child(ren)'s eligibility has not changed.
- Starting [Date], your child(ren)'s eligibility classification changed from reduced-price to free because your income is within the free eligibility category.
- Starting [Date], your child(ren)'s eligibility for meals will be changed from free to reduced-price because your income is over the limit for the free eligibility category.
- Starting [Date], your child(ren) is/are no longer eligible for the free or reduced-price eligibility category for the following reason(s):
  - Records show that no one in your household received SNAP, FDIPIR or TANF benefits.
  - Records show that the child(ren) is/are not homeless, runaway, or migrant.
  - Your income is over the limit for free or reduced-price meals.
  - You did not provide: \_\_\_\_\_
  - You did not respond to our request.

If your household size or income changes, you may apply again **at any time**. If you were denied benefits because no one in the household received SNAP, TANF or FDIPIR benefits, you may reapply based on income eligibility. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you disagree with this decision, you may discuss it with [Name] at [Phone]. You also have the right to a fair hearing. If you request a hearing by [Date], your child(ren) will continue to be identified as their original eligibility classification until the decision of the hearing official is made. You may request a hearing by contacting: [Name of hearing official], [Address], [Phone], or [Email].

Sincerely,  
[Signature]

This institution is an equal opportunity provider.

# Phase 3: Verify

## Results of verification

Document the date the letter was sent and the date the student's eligibility change will be made active (if applicable) on the *Verification Tracking Form*.

**Verification Phase 3: Verify**  
**Verification Tracking Form**

Complete this form for each application selected for verification.  
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: \_\_\_\_\_ Error Prone:  Yes  No

Original Determination was (check one):

- Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
- Free Eligible Based on Income/Household Size Information
- Reduced-Price Eligible

**Step 1**  Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

**Results of Confirmation Review (Select ONE):**

- Confirmed Original Determination, no change in benefits**  
Continue to Step 2.
- Changed from Reduced to Free**  
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
- Changed from Free to Reduced**  
Do not change benefits, do not contact household; continue to Step 2.
- Changed to PAID**  
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) **Date eligibility status updated on BID:** \_\_\_\_\_ (after 10 calendar days of letter sent)

**Step 2**  **Conduct Direct Verification, Results (Select ONE):**

- Verified:** Print off results and attach to this tracking form. Verification is complete. **STOP** and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
- Not Verified:** Print off results, attach to tracking form. Continue with Step 3.

↓ **Now contact the household**

**Step 3**  Send First Verification Notice \_\_\_\_\_ (sent date) Requesting Documentation returned by: \_\_\_\_\_

- If no response by given due date, follow up with household. Second Verification Notice/called/email \_\_\_\_\_ (date)
  - Follow-up official must sign and date household application
  - Make notes on the application, as necessary

**Step 4**  **Results of Verification (Select ONE):**

- Responded, no change in benefits**  
Send Letter of Verification Results (confirming no change) and attach to this tracking form. \_\_\_\_\_ (date)
- Responded, original determination changed to Free**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Reduced**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Paid**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- No response after follow up, original determination changed to Paid**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

\*Changes in meal benefits due to Verification: increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.



# Phase 3: Verify

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## Results of verification

If benefits have **increased**, this must be active within three calendar days.

If benefits have **decreased**, allow the household 10 calendar days to receive the notification letter and adjust to the new meal benefits.

- Example: If the letter is sent out on October 20<sup>th</sup>, the student(s) will be changed to reduced or paid on October 30<sup>th</sup>.

Update your BID if benefits have changed as a result of verification.

- Any household selected for verification may reapply after verification is over; however, they must provide income documentation prior to certifying the new application.

# Comprehension Check #3

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When do you conduct DV?

1. After selecting applications for verification
2. Before contacting the households selected for verification
3. Only during verification time
4. All of the above



# Comprehension Check #3

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When do you conduct DV?

1. After selecting applications for verification
2. Before contacting the households selected for verification
3. Only during verification time
4. All of the above



# Comprehension Check #4

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True or false: If a student is “Verified” in direct verification, you must select a new application for verification.

1. True
2. False



# Comprehension Check #4

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True or false: If a student is “Verified” in direct verification, you must select a new application for verification.

1. True
2. False

If a student is “Verified” in direct verification, then verification is complete for that application. Do not contact the household and do not select another application.



# Comprehension Check #5

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When determining eligibility based on income, which income do you choose?

1. Net income
2. Gross income





# Comprehension Check #5

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When determining eligibility based on income, which income do you choose?

1. Net income
2. Gross income



# Upcoming Webinars

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Register now!

[Submitting the Verification Summary Report for SFAs That Collected Household Applications](#)

- **December 8, 2022 @ 1:30 pm – 2:30 pm**

[Submitting the Verification Summary Report for SFAs That Did Not Collect Household Applications](#)

- **January 19, 2022 @ 1:30 pm – 2:30 pm**



**ANY  
QUESTIONS?**

# Thank you!

We hope to see you during Phase 4 webinar opportunities!

*If you are attending the live webinar, you will receive a link to complete the survey in EMS. After completing the survey you can print a certificate of completion.*

*If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.*



# Congratulations

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You have completed the Recorded Webinar:  
*Verification Review for School Year 2022-2023*

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** *Recorded Webinar: Verification Review for School Year 2022-2023*
- **Learning Code:** 3110
- **Key Area:** 3000 – Administration
- **Length:** 1 hours

*Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*



# Training Certificate

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Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

*\*This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey>

The information below is for your reference when completing the survey:

- Training Title: ***Recorded Webinar: Verification Review for School Year 2022-2023***
- Professional Standards Learning Code: 3110

